

TIFAM National Director of Coaching, Education and Development

1. Purpose of the Post

The National Director of Coaching, Education and Development leads TIFAM's national work in coaching, technical education, sporting-rule development and long-term participation.

This Director serves as TIFAM's principal technical adviser on:

- coaching standards;
- instructor education;
- archer development;
- TIFAM sporting regulations;
- application of T.A.I. sporting rules in Ireland;
- bow-style and age-class rules;
- referee and official education;
- national competition procedures;
- technical development of affiliated clubs.

The post joins sporting knowledge with clear administration. Its holder must turn rules into practical guidance that archers, coaches, referees and club officers can understand and apply.

2. Position within TIFAM

The National Director works under the authority of the TIFAM Board.

Responsibility for developing technical proposals rests with the Director. Formal adoption of TIFAM regulations remains with the Board or another body granted that power under the TIFAM Constitution.

The Director may issue technical explanations, training notes and provisional guidance within the authority granted by the Board. A formal amendment to a TIFAM governing document requires the approval process stated in the Constitution or relevant policy.

During an active competition, authority assigned to the Tournament Director, referee, competition jury or other event official remains in force. The National Director supports those officers and avoids replacing their event decisions through informal intervention.

3. Governing Rule Principle

Every TIFAM sporting rule must remain compatible with the corresponding T.A.I. rule.

The following order applies:

1. Irish law and applicable safety or safeguarding duties;

2. current T.A.I. Sporting Regulations;
3. current T.A.I. Bow Styles;
4. current T.A.I. Age Classes;
5. current T.A.I. Referee Manual;
6. TIFAM Sporting Regulations;
7. approved TIFAM event instructions;
8. affiliated-club rules for internal activities.

TIFAM may adopt a national provision where:

- T.A.I. rules expressly permit national variation;
- an issue concerns Irish administration rather than international competition procedure;
- Irish law requires a local provision;
- the T.A.I. documents leave the issue open;
- the provision raises safety or safeguarding standards while preserving the T.A.I. competition rule.

A TIFAM rule must avoid changing a T.A.I. bow style, age class, scoring system, competition round, equipment requirement or tournament procedure for an event advertised as T.A.I.-sanctioned.

Where a conflict appears, the National Director must identify it promptly, advise the Board and prepare a correction.

4. Role in Sporting Regulations

The Director holds the central technical role in creating, reviewing, amending and explaining TIFAM Sporting Regulations.

Main duties

- Maintain the official working copy of all TIFAM Sporting Regulations.
- Review each provision against the corresponding T.A.I. document.
- Monitor amendments published by T.A.I.
- Prepare national amendments required by a T.A.I. rule change.
- Draft new TIFAM provisions where a national administrative need arises.
- Remove obsolete or conflicting wording.
- Keep definitions and technical terms consistent across TIFAM documents.
- Prepare plain-language explanations for members and affiliated clubs.
- Advise the Board before approval of technical policy changes.

- Maintain a dated record showing each amendment and its source.
- Confirm which version applies at each sanctioned event.

A proposed TIFAM amendment should identify:

- the current wording;
- the proposed wording;
- the reason for the change;
- the corresponding T.A.I. provision;
- any safety or safeguarding effect;
- the proposed commencement date;
- any training required before implementation.

5. Interpretation of TIFAM Regulations

The National Director acts as TIFAM's senior technical interpreter.

Interpretation must rely upon:

- the wording of the rule;
- the purpose of the provision;
- the related T.A.I. document;
- established competition practice;
- safety;
- fairness between competitors;
- previous written TIFAM interpretations.

An interpretation should explain how a rule applies to a defined situation. It should avoid creating a new rule through explanation alone.

Where the wording permits several reasonable readings, the Director shall prepare a written interpretation for Board approval.

Urgent guidance may be issued where delay would affect safety, event preparation or fair entry. Such guidance remains temporary until reviewed through the proper approval process.

Written interpretations should be dated, numbered and kept with the regulation register.

6. Interpretation of T.A.I. Regulations

The Director explains current T.A.I. rules to TIFAM members, clubs, coaches, officials and event organisers.

This responsibility includes:

- identifying the applicable T.A.I. document;

- explaining bow-style requirements;
- clarifying age-class eligibility;
- teaching tournament procedure;
- supporting correct equipment inspection;
- explaining referee powers and penalties;
- identifying differences between a TIFAM internal event and a T.A.I.-sanctioned competition.

The Director acts as TIFAM's national technical adviser rather than the final international rule-making authority.

Questions involving uncertainty in a T.A.I. rule should be referred through the proper T.A.I. channel. The Director may prepare TIFAM's request for clarification and communicate with the T.A.I. Sports Director, Association Committee, World Council or another authorised officer.

A response received from the appropriate T.A.I. authority shall guide TIFAM's application of the international rule.

7. Proposals to Amend T.A.I. Regulations

The National Director may identify a need for amendment to a T.A.I. regulation.

Possible reasons include:

- a safety concern;
- unclear wording;
- inconsistent application between countries;
- a development in traditional equipment;
- an issue discovered during competition;
- difficulty applying an age-class or bow-style provision;
- an administrative defect;
- experience gained through TIFAM events.

The Director shall prepare a reasoned proposal containing evidence, examples and suggested wording.

Following TIFAM Board approval, the proposal may be submitted to the appropriate T.A.I. authority.

TIFAM shall continue applying the current T.A.I. rule until T.A.I. approves an amendment or issues an authorised interpretation.

8. Regulation Alignment Register

The Director shall maintain a Regulation Alignment Register.

Each entry should contain:

- the TIFAM provision;
- the corresponding T.A.I. provision;
- the date of the latest comparison;
- the version of each document examined;
- any difference identified;
- the reason for an approved national provision;
- required corrective action;
- the date of Board approval.

A full alignment review shall take place at least once each year and after every published T.A.I. rule change.

A short report shall be presented to the Board after each review.

9. Coaching Leadership

The Director leads TIFAM's national coaching system.

Responsibilities include:

- establishing clear coaching levels;
- defining the knowledge expected at each level;
- preparing coach and instructor courses;
- appointing suitably qualified tutors or assessors;
- setting assessment requirements;
- arranging refresher education;
- supporting newly qualified coaches;
- maintaining coaching records;
- promoting safe, age-appropriate instruction;
- identifying training needs within affiliated clubs.

Coaching education must reflect current T.A.I. bow styles, shooting methods and competition procedures.

Technical instruction shall also follow TIFAM safety, safeguarding and conduct requirements.

10. Coach Education Content

National coaching courses should cover:

- safe bow and arrow handling;
- range and course discipline;

- shooting form;
- traditional bow types;
- arrow selection and equipment care;
- T.A.I. bow-style requirements;
- age-appropriate instruction;
- communication and demonstration skills;
- identifying unsafe technique;
- inclusion and reasonable adjustment;
- safeguarding boundaries;
- emergency action;
- ethics and sporting conduct;
- competition preparation;
- referral of technical or safeguarding concerns.

Course content should use clear language, practical examples and supervised teaching.

T.A.I. describes coaches and referees as important transmitters of traditional-archery knowledge and recommends regular refresher education for officials. ([Traditional Archers International](#))

11. Archer Development

The Director shall support a clear route from beginner participation to advanced competition.

Development work may include:

- beginner programmes;
- junior progression;
- adult return-to-sport opportunities;
- club coaching support;
- competition preparation;
- advanced technical sessions;
- historical-archery education;
- national training days;
- preparation for international T.A.I. events.

Participation programmes should respect individual ability, safe progression and the traditional character of the sport.

Competitive success forms one part of development. Retention, safe practice, enjoyment, knowledge and responsible conduct carry equal importance.

12. Referee and Official Education

The Director works with referees, Safety Officers, Range Captains and event organisers to promote consistent rule application.

Relevant duties include:

- organising rule seminars;
- teaching bow inspection;
- explaining misconduct categories;
- supporting referee refresher sessions;
- preparing event briefing material;
- identifying areas of inconsistent application;
- keeping officials informed of amended rules;
- supporting training of prospective referees;
- maintaining appropriate qualification records.

The T.A.I. Referee Manual requires knowledge of bow styles, rule breaches, warnings, penalties and practical competition supervision. It also places fair, equal and impartial rule application at the centre of refereeing. ([Traditional Archers International](#))

Formal T.A.I. referee certification remains subject to T.A.I. requirements.

13. Support for Sanctioned Events

The Director may advise the Board on the technical approval of TIFAM and T.A.I.-sanctioned events.

Technical review may cover:

- proposed round;
- bow classes;
- age classes;
- shooting pegs;
- scoring method;
- equipment inspection;
- referee appointments;
- course procedure;
- result verification;

- record eligibility;
- event instructions;
- compatibility with current T.A.I. rules.

The Director may recommend approval, conditional approval, correction or refusal on technical grounds.

Final event approval remains with the body identified in the TIFAM Sporting Regulations.

14. Education Materials

The Director shall oversee the preparation of accurate educational material.

Material may include:

- coaching manuals;
- rule summaries;
- equipment-check guides;
- course-building notes;
- competition briefings;
- training presentations;
- club guidance sheets;
- assessment forms;
- amendment notices;
- frequently asked questions.

Every technical publication should identify its version and approval date.

A summary guide shall carry a statement that the full governing regulation prevails where wording differs.

Copyright belonging to T.A.I. must be respected. T.A.I. documents should be linked or cited through authorised sources rather than reproduced beyond any permission granted.

15. Development of Affiliated Clubs

The Director supports clubs in raising coaching and technical standards.

Support may include:

- club visits;
- coach mentoring;
- training-needs reviews;
- advice on beginner courses;

- support with equipment inspection;
- help preparing sanctioned events;
- assistance interpreting rules;
- referral of safety issues to the proper TIFAM officer;
- sharing approved teaching material.

A club retains responsibility for its own administration, local range and compliance with TIFAM requirements.

16. Safety and Safeguarding Duties

The Director shall place safe practice at the centre of coaching and education.

Responsibilities include:

- embedding TIFAM shooting rules within every course;
- working with the Safety Officer on technical risk;
- supporting suitable instructor-to-participant ratios;
- ensuring coaches understand emergency commands;
- promoting equipment inspection;
- referring safeguarding concerns through the Safeguarding Policy;
- maintaining professional boundaries in coach education;
- confirming required Garda vetting and safeguarding training for relevant roles.

The Director investigates neither suspected child abuse nor criminal conduct. Such concerns pass to the Designated Liaison Person or appropriate authority.

17. Ethical Duties

The Director shall act with:

- impartial judgement;
- honesty in qualification decisions;
- respect for different clubs and shooting traditions;
- fairness between competitors;
- confidentiality;
- openness about conflicts of interest;
- care when issuing technical criticism;
- willingness to correct personal error.

Personal commercial interests must remain separate from decisions concerning equipment approval, course recognition, appointments or qualifications.

Any relevant conflict shall be declared to the Board.

18. Decision-Making Limits

The Director may:

- draft regulations;
- recommend amendments;
- issue approved technical guidance;
- lead coaching education;
- advise on event sanctioning;
- communicate with T.A.I. technical officers;
- request information required for a technical review;
- recommend suspension of a qualification pending proper examination.

The Director may only:

- amend TIFAM governing rules through the approved TIFAM process;
- issue a binding interpretation where authority has been granted;
- alter coach status through the approved qualification procedure;
- intervene in an event decision through the route provided by the applicable regulations;
- communicate an official TIFAM position after receiving the required authority.

Disciplinary findings remain with the disciplinary bodies established under the TIFAM Disciplinary Procedure.

Safeguarding decisions remain with the designated safeguarding officers and statutory authorities.

19. Working Relationships

The Director shall work closely with:

- the TIFAM Chairperson;
- the Board of Directors;
- the Secretary;
- the Safety Officer;
- the Children's Officer;
- the Designated Liaison Person;
- the Complaints and Disciplinary Officer;

- national referees;
- club coaching officers;
- event organisers;
- affiliated-club committees;
- the T.A.I. Sports Director;
- authorised members of the T.A.I. Association Committee and World Council.

Communication should remain clear, recorded and suited to the authority of each office.

20. Reporting Duties

A written report shall be provided to the Board at least [quarterly/twice yearly].

The report should cover:

- coaching courses delivered;
- qualifications awarded;
- club-support activity;
- T.A.I. rule changes;
- proposed TIFAM amendments;
- alignment issues;
- referee education;
- event-support work;
- development priorities;
- identified technical risks.

An annual report should include the Regulation Alignment Register and the proposed education plan for the following year.

21. Required Knowledge and Experience

The post holder should possess:

- strong knowledge of traditional field archery;
- practical coaching experience;
- detailed knowledge of TIFAM Sporting Regulations;
- working knowledge of T.A.I. Sporting Regulations, Bow Styles, Age Classes and Referee Manual;
- experience explaining technical rules;
- ability to prepare clear written guidance;

- sound judgement;
- experience working with clubs, officials or competition organisers;
- suitable safeguarding education;
- Garda vetting where the duties involve relevant work;
- confidence using electronic records and online learning systems.

Formal coaching, referee, training or governance qualifications carry value.

22. Personal Qualities

The role requires a person who:

- listens before deciding;
- explains difficult rules plainly;
- separates personal preference from governing rules;
- accepts correction;
- treats clubs consistently;
- keeps reliable records;
- handles disagreement calmly;
- supports volunteers;
- protects confidential information;
- values both education and competition.

23. Measures of Effective Performance

Annual review should consider:

- accuracy of TIFAM–T.A.I. rule alignment;
- timely publication of approved amendments;
- quality and attendance of coaching courses;
- coach and referee refresher activity;
- club access to technical support;
- accuracy of qualification records;
- clarity of written interpretations;
- completion of the annual development plan;
- cooperation with safeguarding and safety officers;
- feedback from clubs, officials and participants.

24. Appointment and Review

The Board shall appoint the National Director according to the TIFAM Constitution.

Before appointment, TIFAM should confirm:

- experience;
- qualifications;
- references;
- conflicts of interest;
- safeguarding training;
- Garda vetting where applicable;
- understanding of TIFAM and T.A.I. rules.

The Board shall review the post holder's work annually.

Removal, suspension or restriction of duties shall follow the Constitution, applicable employment arrangements and fair procedure.

25. Acceptance of Office

By accepting the post, the National Director agrees to:

- uphold the TIFAM Constitution;
- apply the TIFAM Code of Conduct;
- follow TIFAM safeguarding and disciplinary policies;
- preserve alignment with T.A.I. sporting rules;
- act within delegated authority;
- declare conflicts;
- maintain accurate records;
- protect the safety, fairness and traditional character of the sport.